

# STATE OF COLORADO

---

John W. Hickenlooper, Governor  
Christopher E. Urbina, MD, MPH  
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.      Laboratory Services Division  
Denver, Colorado 80246-1530      8100 Lowry Blvd.  
Phone (303) 692-2000      Denver, Colorado 80230-6928  
Located in Glendale, Colorado      (303) 692-3090  
<http://www.cdphe.state.co.us>



Colorado Department  
of Public Health  
and Environment

## **\*\*\*CDPHE-CACFP PROCEDURE MEMO FDCH-#11-14\*\*\***

**DATE:** May 2011

**TO:** Directors of FDCH Sponsors

**FROM:** Lynne Torpy, R.D., Director  
Colorado Department of Public Health and Environment  
Child and Adult Care Food Program (CDPHE-CACFP)

**SUBJECT: Reauthorization 2010 - On the Varied Timing of the Unannounced Reviews in the Child and Adult Care Food Program**

---

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements pertaining to sponsoring organization reviews of participating family day care home providers in the Child and Adult Care Food Program (CACFP). The purpose of this memorandum is to provide guidance to Family Day Care Home (FDCH) Sponsors on the implementation of this provision.

Section 331(b) of the Act amends section 17(d)(2) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d)) to require FDCH Sponsors to vary the timing of unannounced home visits in a fashion that visits are unpredictable to family day care home providers. Current regulations require Sponsors to conduct three visits per year to each sponsored family day care home, two of which must be unannounced. One of the unannounced visits must include an observation of a meal service and no more than six months may elapse between visits.

As indicated in the guidance provided by USDA, unannounced visits are an effective tool in ensuring Program integrity and give Sponsors the opportunity to document how the family day care home provider operates on any given day and to offer technical assistance. In addition, unannounced visits offer a first-hand opportunity to detect and identify areas of mismanagement, such as inaccurate meal counts, problems with recordkeeping, and menu and enrollment discrepancies, and allow Sponsors to initiate immediate corrective action.

USDA further clarifies that unannounced visits that follow a consistent pattern (for example, unannounced reviews that always occur during the third week of January, the third week of May, and the third week of September, or reviews that never occur during the first week of the month when claims are being processed) undermine the intent of the Program's unannounced review requirements. Sponsors are less likely to uncover management deficiencies and Program abuse if family day care home providers are able to anticipate when the "unannounced" Sponsor review is due to take place.

Therefore, Sponsors now must make sure that the timing of unannounced visits is varied in a way that ensures the visits are conducted in a fashion that visits are unpredictable to providers. Sponsors must begin the implementation of this new requirement with the next monitoring cycle.

Consequently, beginning with Fiscal Year 2012, and as part of the CDPHE-CACFP Program reviews of Sponsors, the CDPHE-CACFP staff will evaluate the timing and pattern of the home visits conducted by the Sponsor to ensure home visits conducted by Sponsors are not predictable, and are in compliance with this requirement.

Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions.